

NEW SPECIAL EDUCATION DIRECTORS' INSTITUTE
Leadership Series I Summer Institute
Compliance, Data Coordination, Funds Management and Effective Practices

August 11-13, 2003
Harry S. Truman State Office Building
Rooms 400 and 490
301 W. High Street
Jefferson City, MO 65102

DESCRIPTION:

This institute will present basic information in the areas of special education data collection and analysis, compliance requirements, funds management and effective instructional practices. This information can be used by the Director of Special Education in the management of the special education process to promote improved outcomes for students with disabilities.

AUDIENCE:

This workshop is for "new" special education directors. "New" is defined as a first year special education administrator, or one with less than two (2) years special education administration experience in any district. Process Coordinators will be allowed to attend the new institute only if they serve as the only special education administrator in their district and they meet the definition of "new".

FEE:

There is no registration fee to attend the Institute. The Department of Elementary and Secondary Education will provide breakfast and lunch. Districts will be responsible for all other expenses- including evening meals, lodging, mileage and any other incurred costs.

SCHEDULE:

Monday, August 11 – 10:00 a.m.-5:00 p.m.
Tuesday, August 12 – 8:00 a.m.-5:00 p.m.
Wednesday, August 13 – 8:00 a.m. – 2:30 p.m.

MAXIMUM ATTENDANCE:

60 Participants

LODGING:

Participants will be responsible to make their own hotel reservations. The hotels listed below are located close to the Truman State Office Building for your convenience.

Capitol Plaza Hotel & Convention Center

415 W McCarty Street
Jefferson City, MO 65102
573-635-1234

Hotel Deville

319 W. Miller
Jefferson City, MO 65102
573-636-5231
Toll Free: (800) 392-3366

PARKING:

If you should chose to stay at another hotel, street parking will be an option, but can be difficult to find. Information on shuttle service can be provided to you upon request.



Department of Elementary and Secondary Education
Division of Special Education
P.O. Box 480, Jefferson City, Missouri 65102
Telephone: (573) 751-0622 Fax: (573) 526-5946
Email: webreplyspefm@mail.dese.state.mo.us

REGISTRATION FORM

NEW SPECIAL EDUCATION DIRECTORS' INSTITUTE
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August 11-13, 2003

School District Name _____ County/District Code _____
Address _____
City _____ State _____ Zip Code _____
Phone _____ Extention _____ Fax _____

REGISTRATION INFORMATION

Participant's Name _____ Title _____
(*If unknown at this time, please indicate contact person below)
Summer Address _____
City _____ State _____ Zip Code _____
Home Phone _____ Cell Phone _____
Email _____ Fax _____

*CONTACT INFORMATION

(If different from participants or if participant name is unknown at this time)

Contact Name _____ Title _____
Summer Address _____
Summer Phone _____ Cell Phone _____ Email _____
of years/months experience as Special Education Administrator (all districts) _____
of years/months experience as Special Education Administrator (this district only) _____

Do you have dietary restrictions or requirements?	Diabetic <input type="checkbox"/>
	Vegetarian <input type="checkbox"/>
	Other _____
Do you need any accommodation for a disability?	Sign Language <input type="checkbox"/>
	Assistive listening devices <input type="checkbox"/>
	Materials in alternate format <input type="checkbox"/>
	Other _____

Please email, fax or mail this form to Attention: Division of Special Education. New Director's Institute no later than June 30, 2003